

	<h2>Policies and Procedures</h2>	
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1. POLICY OVERVIEW

- 1.1. Sections two (2) and three (3) give general information applicable to the entire policy.
- 1.2. Section four (4) outlines Outreach Membership information, policy, and procedures to be used by Utah Swimming, member clubs, and athletes or athlete parent/guardians applying for Outreach Membership.

- 1.3. Section five (5) outlines the *Meet Fee Reimbursement Program* for use by Utah Swimming, member clubs, and athletes or athlete parent/guardians experiencing special circumstances or immediate economic hardship.
- 1.4. Section six (6) lists documents and forms applicable to this policy.
- 1.5. Sections seven (7) and eight (8) outline administrative procedures and responsibility for ongoing policy implementation and dissemination.

2. PURPOSE OF POLICY

- 2.1. USA and Utah Swimming offer outreach membership. This enables qualified individuals the opportunity to become a USA Swimming year-round athlete member at a reduced fee.
- 2.2. Additionally, Utah Swimming offers the following meet-related benefit. One purpose of this policy is to govern this program within the LSC.
 - 2.2.1. Meet fee reimbursements to clubs who send participants in the *Meet Fee Reimbursement Program* to meets
- 2.3. The goal of offering Outreach Membership and the reimbursement programs is to provide opportunities in swimming to economically disadvantaged youth.

3. DEFINITIONS

- 3.1. **Athlete:** Currently registered Athlete Member in good standing with USA Swimming and Utah Swimming.
- 3.2. **Championship Meet (Out-of-state):** USA Swimming Olympic Team Trials, USA Swimming Junior National Championships, USA Swimming National Championships, U.S. Open, Pro Series, National Disability Championships, USA Futures Championships, Speedo Championship Series meets, the Western Zone Championships and any other competition approved by the UTSI Board of Directors. Other meets must be approved by the UTSI Board of Directors before the start of the meet.
- 3.3. **Deadline:** *For this policy*, the applicable deadlines listed on the UTSI website shall be the deadline if one is mentioned in this policy. If no deadline is listed on the website, the default deadlines shall be **APRIL 15** for the most recent Short Course season and **AUGUST 15** for the most recent Long Course season.
- 3.4. **DEI:** Diversity, Equity, and Inclusion, a program division of USA and Utah Swimming.
- 3.5. **In Good Standing:** See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status.
- 3.6. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
- 3.7. **Non-championship Meet:** As defined by the UTSI Rules and Regulations.
- 3.8. **Outreach Member:** An athlete registered with USA Swimming under the Outreach Membership program.
- 3.9. **UTSI:** Utah Swimming, Inc. A Utah not-for profit corporation.
- 3.10. **UTSI Championship Meets:** As defined by the Utah Swimming Rules and Regulations

4. OUTREACH MEMBERSHIP

4.1. Reduced Membership Fee

- 4.1.1. The Outreach Membership is a reduced membership fee offered to athletes who meet the criteria designated by Utah Swimming. The fee amount is governed by USA and Utah Swimming.
- 4.1.2. The Outreach Membership Fee replaces the annual USA and Utah Swimming membership fees and is paid annually at athlete registration.
- 4.1.3. The current Outreach Membership Fee is \$7 per athlete. Of this, \$5 goes to USA Swimming and \$2 goes to Utah Swimming.

4.2. Qualifying Criteria

- 4.2.1. To qualify for Outreach Membership, the athlete or athlete's family, must meet at least one of the following criteria.
 - 4.2.1.1. Member or recipient of the following government program(s)
 - 4.2.1.1.1. Federal food stamp program ([SNAP](#))
 - 4.2.1.1.2. Free or Reduced Lunch
 - 4.2.1.1.3. [Medicaid](#) Medical Card
 - 4.2.1.1.4. Children's Health Insurance Program ([CHIP](#))
 - 4.2.1.2. Show proof of income of 125% or less of the Federal Poverty Schedule
 - 4.2.1.3. Special Circumstances (Approved on a case-by-case basis by the Diversity, Equity, and Inclusion Committee)
 - 4.2.1.3.1. Special Circumstances Application available on the UTSI website (www.swimutah.com) in the DEI area.
- 4.2.2. NOTE OF INTENT: Like the USA Swimming Age Group Program, the Utah Swimming Outreach Program is intended to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning, and develop a rich base of swimming talent. As a result, athletes participating in the UTSI Outreach program will typically be age 18 or under and/or not yet graduated from high school.
- 4.2.3. Clubs of athletes participating as Outreach Members are required to securely keep documentation verifying qualification for each Outreach Member for the year of the athlete's membership. Athletes must re-apply each year.

4.3. Application Process

- 4.3.1. See UTSI website, Registrations section

5. MEET FEE REIMBURSEMENT PROGRAM

Utah Swimming will pay the cost of some meet fees. This is done by reimbursing member clubs who report paying meet fees for athlete members of the *Meet Fee Reimbursement Program*.

5.1. Qualifying Criteria

- 5.1.1. Any athlete approved for Outreach Membership automatically qualifies for the *Utah Swimming Meet Fee Reimbursement Program*.
- 5.1.2. Any athlete accepted into the *Meet Fee Reimbursement Program* because of special circumstances or immediate economic hardship. (See below)
- 5.1.3. All athletes must be in good standing with Utah and USA Swimming and abide by the USA Swimming Code of Conduct.

5.1.4. Must apply before the season deadline. (See Definitions)

5.2. Special Circumstances or Immediate Economic Hardship Application Process

5.2.1. If an athlete or the parent/guardian of an athlete have come under immediate economic hardship or other special circumstances after annual registration, they may apply to become an Outreach Member Athlete and receive the benefits of the Meet Fee Reimbursement Program. Membership fees already paid will not be reimbursed.

5.2.2. Special Circumstances Application available on the UTSI website (www.swimutah.com) in the DEI area.

5.3. Championship Meet Fees

5.3.1. All UTSI Championship Meet fees (including relay fees) for qualified members of the *Meet Fee Reimbursement Program* will be waived for one (1) meet per athlete per season.

5.3.2. The person submitting the championship meet entry must notify BOTH the meet entry person and the DEI chair of the names of those entering the meet who qualify for the fee waiver at or before the time of entry.

5.3.3. If a current member of the *Meet Fee Reimbursement Program* competes in an out-of-state championship meet, the athlete's club may receive reimbursement for said athlete's meet fees by following the *Meet Fee Reimbursement Process*. This is in addition to fees being waived for one (1) In-state championship meet.

5.4. Reimbursement Rules

5.4.1. Clubs may only receive reimbursement for a maximum of two (2) non-championship meets and one (1) Beehive Finale OR UTSI Championship Meet (meet fees waived not reimbursed) per qualified athlete each season.

5.4.1.1. If a member of the program competes in an out-of-state championship meet, the club may also receive reimbursement for meet fees paid for one (1) out-of-state championship meet per season.

5.4.2. Reimbursement requests must be submitted to the DEI Chairperson, or designee, by the deadline (see Definitions.)

5.4.3. In the case that Utah Swimming designated funds are insufficient to cover all requested meet fee reimbursements, reimbursements will be limited based on the amount available for reimbursement.

5.5. Meet Fee Reimbursement Process

5.5.1. At time of Outreach Athlete Member registration or re-registration, the club administrator will notify the Utah Swimming DEI Chairperson of any/all Outreach Athlete Members in their club.

5.5.1.1. The DEI Chairperson will create a list of all athletes and mark when reimbursement for each meet is approved.

5.5.2. The club of the qualified athlete(s) pays all entry fees owed to the meet host.

5.5.3. Reimbursement for said fees will be paid directly to the applying club, not to the athlete(s).

5.5.4. Before the deadline for that season (see Definitions), the club will follow the reimbursement application process listed on the UTSI website to request meet fee reimbursement. The person submitting the request must certify that the meet fees for which they are requesting reimbursement have been paid to the meet host.

- 5.5.5. Within three (3) weeks of receipt, the DEI Chairperson or designee will review and either approve or return the application for correction.
- 5.5.6. Approved requests shall be submitted to the Utah Swimming Treasurer within one (1) week of approval.
- 5.5.7. The Utah Swimming DEI Chairperson, or designee, shall give the following information to the Treasurer.
 - 5.5.7.1. The name of each club approved for reimbursement and the total amount to be reimbursed to each club.
- 5.5.8. The Utah Swimming Treasurer shall prepare and mail checks within three (3) weeks of receipt.
- 5.5.9. After processing all reimbursements for the season, the DEI Chair or designee shall transfer all records of the *Meet Fee Reimbursement Program* for that season to the person managing the Utah Swimming archived records. This person will securely store the records for three (3) years and then destroy.

6. REPORTING

- 6.1. UTSI will submit an annual report of its Outreach membership qualification criteria and associated fees, as directed in the USA Swimming Affiliation Agreement with the LSC.
- 6.2. The DEI Chair, or designee will file all reports required by USA Swimming in a timely way.

7. RELATED DOCUMENTS AND FORMS

7.1. Outreach Athlete Registration Form

- 7.1.1. Available on UTSI website, Registrations area
- 7.1.2. Prepared by USA Swimming and the Utah Swimming Registrar
- 7.1.3. Must comply with current policy requirements
- 7.1.4. Used by athletes (or clubs registering athletes) to register as Outreach Members with USA Swimming

7.2. Special Circumstances Application

- 7.2.1. Available on UTSI website, DEI area
- 7.2.2. Prepared by applying athlete or parent/guardian
- 7.2.3. Reviewed, approved, or denied by UTSI Diversity, Equity, and Inclusion Committee

7.3. Meet Fee Reimbursement form

- 7.3.1. Available on the UTSI website, DEI area
- 7.3.2. Prepared by the Utah Swimming DEI Chairperson or designee
- 7.3.3. Must comply with current policy requirements
- 7.3.4. Used by clubs when requesting reimbursement for meet fees paid on behalf of members of the *Meet Fee Reimbursement Program*

8. NOTIFICATION

- 8.1. In August of each year, the DEI Chairperson or designee will contact Utah Swimming member clubs and let them know of the Outreach Membership and other related programs.
- 8.2. When registering Outreach Members, the Utah Swimming Registrar reminds clubs of the following:
 - 8.2.1. It is the club's responsibility to give the names of their Outreach Members to the DEI Chairperson so they can be included in the *Meet Reimbursement Program*.

8.2.2.Clubs must securely keep documentation to verify qualification for each Outreach Member athlete for the length of the year of the athlete’s membership. (Athletes must re-apply each year.)

9. DISTRIBUTION OF POLICY AND UPDATING

- 9.1. Policy will be posted on the UTSI website.
- 9.2. At least annually, the DEI Chair or designee will review the policy for accuracy. If changes are needed, the DEI Chair or designee will see that the policy is updated, republished and that the UTSI website is updated as needed. The DEI Chair or designee will also ensure that LSC clubs are notified.
- 9.3. At least annually, the DEI Chair or designee will compare what is said on the UTSI website with what is in the current policy and ensure that the website is corrected if needed.

Change Log				
Version	Date	Description of Change/Section(s)	Author or Editor	Authority
1	Pre 3/2014	Existing Policy # 1.26 in March 2014 P&P Manual/Entire Policy	Unknown	BOD
2	1/14/2020	Expanded and reformatted policy. Documenting current practice. Renumbered to #154 / Entire policy	Ezra Silva and Cathy Vaughan	BOD
3	4/14/2020	Updated Definitions and policy wording to comply with standardized definitions accepted by the Board of Directors.	Cathy Vaughan	BOD
4	8/10/2021	Updating of policy according to current standards. Added certification wording for submitter of meet reimbursement requests. Eliminated meet fee waivers—all done via reimbursement now. Minor format adjustments	Heather Hale and Cathy Vaughan	BOD
5	10/12/2021	Inserted requirement for DEI Chair to submit reports as required by USA Swimming	Cathy Vaughan	BOD
6	12/2/2021	Created reporting section in rule 154 to comply with 2022 Affiliation Agreement.	Stan Crump and Cathy Vaughan	BOD
7	7/11/2023	Moved deadlines up 15 days from the end of the month to the middle. Changed wording to waive LSC championship meet fees instead of reimbursing.	Heather Hale and Cathy Vaughan	BOD